

Pre-Deployment Checklist

____ Know your spouse's social security number.

____ Check the expiration date on your dependent's ID card. If your card will expire before your spouse returns from deployment, make sure you have the signed forms for a new one.

____ If you have children who will reach age ten during the deployment, obtain the forms for their Dependent ID Card(s).

____ Complete Navy Relief Pre-Authorization

____ Check the expiration date on your vehicle's base decal and renew if necessary.

____ Make certain your family is enrolled in DEERS and understands the use of the medical clinic and TRICARE.

____ Inform next of kin on rights, benefits and assistance.

____ Update the emergency data page in your service record. (VERY IMPORTANT).

____ Complete a will (essential for both husband and wife) and file it in a safe place.

____ Assign a power of attorney for specific acts which you anticipate during the deployment.

____ Project an extended budget for the duration of the deployment. Don't forget those once-a-year expenses that may come up while you're away.

____ Register an allotment or initiate Split Pay. Make certain it is SUFFICIENT to meet the family's NEEDS while you are away.

____ Make specific checking/savings arrangements.

____ Explain nature and location of ALL important documents.

____ Inform parents and spouse's parents of complete military mailing address and how to contact you in the event of an emergency. Explain that they should contact the local American Red Cross.

____ Make certain the Ombudsman knows who you want to care for your children in the event that you cannot. Provide her with the name, address and

phone number of a relative or close friend whom you would want contacted in the event of an illness or accident.

_____ Complete and submit your Ombudsman Call Tree Information Form to the Command Ombudsman.

_____ Make certain your spouse knows the emergency services available (Fleet & Family Support Center, Ombudsman, Chaplain, Navy Relief, Red Cross) and how to contact them.

_____ Make certain emergency numbers (Police, Security, Fire Department, Ambulance, Poison Control, etc.) are posted in a visible place. In the event of an emergency, 911 can be used. Make sure children know how to call for assistance.

_____ Make sure all doors and windows in your home have secure locks.

_____ Make certain all appliances are in proper working order before departure. Make certain your spouse knows whom to contact in the event that something breaks. Keep all warranty information in a safe place and refer to it before calling for service.

_____ Make sure all routine maintenance has been completed on your vehicle and leave an explicit list and timetable of other maintenance to be performed. Make certain your spouse knows who to call in the event that major motor vehicle repair is needed while you are away.

_____ Decide how often you will write one another, and, barring emergencies, stick to that schedule.

_____ Discuss the deployment with children. Make sure they know why you are leaving. Give them a chance to air their thoughts and feelings.

_____ If planning to travel abroad, make certain your Passport and Visa (if needed) are in order.

_____ Ensure service member/spouse has stamps to cover the first few letters.